



North Central State
COLLEGE

Damaged Items/Return Shipment Form 17-301a
THIS FORM MUST ACCOMPANY ALL RETURNS

Ship To: Addressee _____
Street _____
City _____
State/Zip _____
Attention _____
RMA # _____

Shipping Method US Mail UPS FED-EX

Item Description

Model _____ Serial # _____ NC State # _____
Date Received _____ P.O. Number _____ Item Value Returned \$ _____

Return for Repair Return with PO Return without PO

Reason(s) For Return

Initiated By _____ **Date** _____ **Department #** _____ **Phone** _____

For Mail Room Only

Package ID # _____ Parcel Weight _____ Charges \$ _____
Pick-up Record # _____ Pick-up Date _____
Carrier _____

SHIPPING OF PACKAGES

- All packages must be accompanied by a Return Job Order.
- Packages must be in Mail Room by noon to go out that day.
- Inquiries to trace shipments should be addressed to Mail Room.

Returns Covered By Purchase Orders

1. All returns must be accompanied by a completed Return Job Order form.
2. Route all Return Job Order forms to Renee Nussbaum.
3. All packages should be sent to Receiving. Include a copy of the Return Job Order form.
4. If a Return Job Order form is not completed, merchandise and form will be returned to originator for completion.

Packages - No Purchase Order

1. A Return Job Order form must be filled out and attached to package. Form will be returned to originator if not filled out.
2. Route to Mail Room for processing - if packaged.
3. Route to Receiving - if packaging is required. Receiving will forward to Mail Room for processing.
4. Include mailing label.

Repairs

1. All repairs must be accompanied by a completed a Return Job Order form which includes serial number and/or inventory number and the reason for repair.
2. Route all Return Job Order forms to Renee Nussbaum.
3. All packages should be sent to Receiving. Include a copy of the Return Job Order form.
4. If a Return Job Order form is not completed, merchandise and form will be returned to originator for completion.